



The Kindling Trust Community Food Hub Co-ordinator

Job Description

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| Hours: | Full time (37.5 hours) a week <ul style="list-style-type: none">- must be able to work regular Saturdays and potentially some evenings/Sundays <p>We will consider offering this post as a job-share</p> |
| Length of Contract: | 12 months with extension if funding secured |
| Salary: | £26,230 per annum + 5% pension contribution |
| Annual leave entitlement: | 25 days (plus bank holidays) |
| Probationary Period: | 3 months |
| Location: | Stockport |
| Closing date: | 5.00 pm on Sunday 18th May |
| Interviews: | Monday 25th May |
| Preferred Start Date: | Wk/C 22nd June 2026, or sooner if possible |

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| Responsible to: | The Kindling Directors |
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Role:

This new Woodbank Community Food Hub Co-ordinator role is an interesting mix of site management and community engagement in our beautiful and perfectly located 3 acre urban site in Woodbank Park, Stockport.

Background:

Since 2007, the Kindling Trust has been working to create a fairer, more sustainable society, starting with the food system. Working alongside communities, farmers, policy makers and activists, we aim to create radical social change, addressing problems at their root cause.

In 2016, The Kindling Trust took on the old plant nursery site in Woodbank Memorial Park, Stockport as a place to put our vision into practice. Starting off as a training programme for new growers to scale up to market garden organic production, the site soon became much more than that to its local Stockport communities. Over the years activities ranged from: Seasonal open days to bat walks; A wellbeing programme of cookery, gardening and access to healthy veg; Volunteering on the land; and opportunities to buy local, organic veg through the Veg Box People collection point. It became a thriving sustainable community food hub for Stockport and an inspiration to others around the country.

When our community funding came to an end 3 years ago, we sadly had to scale back some of these activities. Our amazing Market Gardeners, Veg Box scheme and Community Gardeners with their bountiful Veg Stall kept the Kindling sustainable food torch burning throughout that time, but we always wanted it to be so much more and knew it could be. So we are now very excited to announce that we have secured funding for this post to start building a whole new engagement programme at our urban organic food growing site in the heart of Stockport.

The site needs a bit of care and attention, so that will be an initial focus of the role. With communities at the heart of our vision we are excited to build on all that has happened over the years and to inject some new ideas and energy into our event and activities too.

Engagement will be through a wide range of activities, events and volunteering opportunities. These will be a mix of events that are open to the public and activities focused on engaging communities currently underserved by environmental projects.

We are looking for someone with the combination of practical site management and community engagement skills to make that happen.

Job Description:

Main Duties:

A. Co-ordination of the day to day running of Woodbank Community Food Hub

- Co-ordinate the development & improvement of the site to make it as welcoming and productive as possible.
- Ensure the daily upkeep of the site, including for example: daily site checks; carrying out/ co-ordinating repairs; recruiting, supporting and overseeing a volunteer maintenance crew.
- Organise and facilitate volunteering days, including Team Activity days for businesses, in co-ordination with the Market Garden team and Community Gardeners.
- Support the community gardeners to promote activities & the veg stall, to induct new members etc.
- Oversee the Veg Box People collection point at the site and promote the scheme locally to grow customer numbers.

B. Community Engagement:

This will be through a wide range of activities, events and volunteering opportunities, including events that are open to the public and activities focused on engaging communities currently underserved by environmental projects.

- Organise a variety of community based events to engage the local community in the site, i.e. biodiversity walks, guided tours of the site, farmers market type events.
- Work with specific groups to identify challenges to engagement and solutions to those challenges, to ensure that our future activities and work is accessible to a wide range of people and communities.
- Plan and coordinate training courses to take place at Woodbank
- Engage and develop partnerships with local community groups to increase usage of, and involvement in, the site.
- Recruit and support volunteers and community gardeners.
- Attend meetings, community and public events, to promote the work at Woodbank.
- Liaise with the other groups using the site as well as SMBC (e.g. to gain permission for running community events, around health and safety etc.)

C. Health and Safety:

- Co-ordinate the various users of Woodbank to maintain the security of the site and the safety of all those who use it.
- Ensure all participants, volunteers and gardeners are provided with Health and Safety information relevant to the site.
- Carry out risk assessments for all activities taking place at Woodbank.

D. Publicity/Marketing:

- Produce and distribute promotional materials to advertise upcoming events.
- Publicise events and activities widely through e.g. the Woodbank notice board, regular updates to the Woodbank Community mailing list, local community events & groups, local press, social media
- Write up events for Kindling latest news.

E. Administration:

- Monitor and update all policies and procedures relevant to the project.
- Update and maintain the Woodbank Community database (and others, as required)
- Report to relevant funders
- Create surveys and feedback forms for activities and collate evidence for social impact monitoring

F. Finances:

- Manage project budget with our Book Keeper
- Process project expenses.

E.**G. General responsibilities of this post:**

- Report progress to Kindling Directors.
- Reflect Kindling's vision and principles, strategy and policies at all times.
- Be aware of and comply with all relevant policies and procedures.
- Fulfil such other duties and assignments as may be required from time to time.